



7510-13

## **NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**

### **Notice (15-118)**

#### **Privacy Act of 1974; Privacy Act System of Records**

**AGENCY:** NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)

**ACTION:** Notice of proposed revisions to existing Privacy Act systems of records.

#### **SUMMARY:**

Pursuant to the provisions of the Privacy Act of 1974 (5 U.S.C. 552a), the National Aeronautics and Space Administration is issuing public notice of its proposal to modify two of its previously noticed system of records. This notice publishes updates to systems of records as set forth below under the caption SUPPLEMENTARY INFORMATION.

**DATES:** Submit comments within 30 calendar days from the date of this publication. The changes will take effect at the end of that period, if no adverse comments are received.

**ADDRESSES:** Patti F. Stockman, Privacy Act Officer, Office of the Chief Information Officer, National Aeronautics and Space Administration Headquarters, Washington, DC 20546-0001, (202) 358-4787, NASA-PAOfficer@nasa.gov.

**FOR FURTHER INFORMATION CONTACT:** NASA Privacy Act Officer, Patti F.

Stockman, (202) 358-4787, NASA-PAOfficer@nasa.gov.

#### **SUPPLEMENTARY INFORMATION:**

Pursuant to the provisions of the Privacy Act of 1974, 5 U.S.C. 552a, and as part of its biennial System of Records review, NASA is making modifications to two human resource related systems of records including: Update of Locations and Categories of records; addition of

Purpose statements; and elaboration of Safeguards sections. Changes for specific NASA systems of records are set forth below:

NASA Personnel and Payroll Systems /NASA 10NPPS: Updating Locations of Records, adding a Purpose section and elaborating the Safeguards section to be more precise.

Special Personnel Records /NASA 10SPER: Updating Locations and Categories of Records, adding a Purpose section and elaborating the Safeguards section to be more complete.

Submitted by:

Renee P. Wynn  
NASA Chief Information Officer

## **NASA 10NPPS**

**SYSTEM NAME:** NASA Personnel and Payroll Systems.

### **SYSTEM LOCATION:**

Locations 9 and 18, as set forth in Appendix A; in the Federal Personnel and Payroll System of the Department of Interior Federal agency Human Resources Shared Service Center located at National Business Center, 7301 W. Mansfield, Denver Co, 80235; and in the Office of Personnel Management's Electronic Official Personnel File located at the National Business Center 7301 W. Mansfield, Denver Co, 80235.

### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

This system maintains information on present and former NASA employees.

### **CATEGORIES OF RECORDS IN THE SYSTEM:**

The data contained in this system of records includes payroll, employee leave, insurance, labor and human resource distribution and overtime information.

### **PURPOSE(S)**

Records in this system are used to facilitate NASA administration of payroll functions and personnel decisions.

### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

51 U.S.C. §20113(a); 44 U.S.C. §3101; 5 U.S.C. §5501 et seq.; 5 U.S.C. §6301 et seq.

### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**

### **CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:**

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. The following are routine uses: (1) to furnish to a third party a verification of an employee's status upon written request of the employee; (2) to facilitate the verification of employee contributions and insurance data with carriers and collection agents; (3)

to report to the Office of Personnel Management (a) withholdings of premiums for life insurance, health benefits, and retirements, and (b) separated employees subject to retirement; (4) to furnish the U.S. Treasury magnetic tape reports and/or electronic files on net pay, net savings allotments and bond transmittal pertaining to each employee; (5) to provide the Internal Revenue Service with details of wages taxable under the Federal Insurance Contributions Act and to furnish a magnetic tape listing on Federal tax withholdings; (6) to furnish various financial institutions itemized listings of employee's pay and savings allotments transmitted to the institutions in accordance with employee requests; (7) to provide various Federal, State, and local taxing authorities itemized listings of withholdings for individual income taxes; (8) to respond to requests for State employment security agencies and the U.S. Department of Labor for employment, wage, and separation data on former employees for the purpose of determining eligibility for unemployment compensation; (9) to report to various Combined Federal Campaign offices total contributions withheld from employee wages; (10) to furnish leave balances and activity to the Office of Personnel Management upon request; (11) to furnish data to labor organizations in accordance with negotiated agreements; (12) to furnish pay data to the Department of State for certain NASA employees located outside the United States; (13) to furnish data to a consumer reporting agency or bureau, private collection contractor or debt collection center in accordance with section 3711 of Title 31 of the United States Code; (14) to forward delinquent debts, and all relevant information related thereto, to the U.S. Department of Treasury, for collection; (15) to the Office of Child Support Enforcement (OCSE), Administration for Children and Families, Department of Health and Human Services (DHHS), National Directory of New Hires, part of the Federal Parent Locator Service and the Federal Tax Offset System, DHHS/OCSE No. 09-90-0074, for the purpose of locating individuals to establish

paternity, establishing and modifying orders of child support, identifying sources of income, and for other child support enforcement actions as required by the Personal Responsibility and Work Opportunity Reconciliation act (Pub. L. 104-193); (16) to consumer reporting agencies as required by the Fair Credit Reporting Act (15 U.S.C. 1681a(f)).; (17) to private collection contractors as required by the Federal Claims Collection Act of 1966, as amended by the Debt Collection Improvement Act of 1966 (31 U.S.C. 3701, et seq.); and (18) NASA standard routine uses as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING,  
RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in electronic format.

**RETRIEVABILITY:**

Records are retrieved from the system by the individual's name, unique personal identification code and/or Social Security Number.

**SAFEGUARDS:**

Electronic records are maintained on secure NASA servers and protected in accordance with all Federal standards. Additionally, NASA server and data management environments employ infrastructure encryption technologies both in data transmission and at rest on servers. Electronic messages sent within and outside of the Agency that convey sensitive data are encrypted and transmitted by staff via pre-approved electronic encryption systems as required by NASA policy. Approved security plans are in place for information systems containing the records in accordance with FISMA and OMB Circular A-130, Management of Federal Information Resources. Only authorized personnel requiring information in the official

discharge of their duties are authorized access to records through approved access or authentication methods. Access to electronic records is achieved only from workstations within the NASA Intranet or via a secure Virtual Private Network (VPN) connection that requires two-factor hardware token authentication or via employee PIV badge authentication from NASA-issued computers. The Department of Interior and Office of Personnel Management Federal agency servers in Denver are also compliant with the FISMA and OMB Circular A-130 security standards and requirements.

#### **RETENTION AND DISPOSAL:**

Records are maintained and transferred to the National Personnel Records Center (NPRC) in accordance with NASA Records Retention Schedules, Schedule 3 Item 47. Records transferred to NPRC will be destroyed when 10 years old by NPRC.

#### **SYSTEM MANAGERS AND ADDRESSES:**

Director, Financial Management Division, Office of the Chief Financial Officer, and Assistant Administrator for Human Capital Management, Office of Human Capital Management, Location 1.

Subsystem Managers: Chief Financial Officers and Human Capital Officers, Locations 2 through 9, and 11, Director, Financial Management Division, and Director, Human Resources Division, Location 18. Locations are as set forth in Appendix A.

#### **NOTIFICATION PROCEDURE:**

Information may be obtained from the cognizant system or subsystem manager listed above.

#### **RECORD ACCESS PROCEDURE:**

Requests from individuals should be addressed to the same address as identified in the Notification section above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations for access to records and for contesting contents and appealing initial determinations by the individual concerned appear at 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Individual on whom the record is maintained, personnel office(s), and the individual's supervisor.

**EXEMPTIONS:** None

**NASA 10SPER**

**SYSTEM NAME:** Special Personnel Records.

**SECURITY CLASSIFICATION:** None.

**SYSTEM LOCATION:**

Locations 1 through 9 inclusive, and locations 11 and 18 as set forth in Appendix A, and at the Department of Interior Federal Agency Human Resources Shared Service Center located at National Business Center 7301 W. Mansfield, Denver Co, 80235.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

This system maintains information on candidates for and recipients of awards or NASA training; civilian and active duty military detailees to NASA; participants in enrollee programs; Faculty, Science, National Research Council and other Fellows, associates and guest workers including those at NASA Centers but not on NASA rolls; NASA contract and grant awardees and their associates having access to NASA premises and records; individuals with interest in NASA matters including Advisory Committee Members; NASA employees and family members, prospective employees and former employees; former and current participants in existing and future educational programs, including the Summer High School Apprenticeship Research Program (SHARP).

## **CATEGORIES OF RECORDS IN THE SYSTEM:**

Special Program Files including: (1) Foreign National Scientist files; (2) Applications for, and issuance of, passports and visas together with other information for international government travel; (3) Award files; (4) Counseling files, Life and Health Insurance, Retirement, Upward Mobility, and Work Injury Counseling files; (5) Military and Civilian detailee files; (6)

Personnel Development files such as nominations for and records of training or education, Upward Mobility Program files, Intern Program files, Apprentice files, and Enrollee Program files; (7) Special Employment files such as Federal Junior Fellowship Program files, Pathways Program files, Summer Employment files, Worker-Trainee Opportunity Program files, NASA Executive Position files, Expert and Consultant files, and Cooperative Education Program files; (8) Welfare to Work files; and (9) Supervisory Appraisals under Competitive Placement Plan.

Correspondence and related information including: (1) Claims correspondence and records about insurance such as life, health, and travel; (2) Congressional and other Special Interest correspondence, including employment inquiries; (3) Correspondence and records concerning travel related to permanent change of address; (4) Debt complaint correspondence; (5)

Employment interview records; (6) Information related to outside employment and activities of NASA employees; (7) Placement follow-ups; (8) Preemployment inquiries and reference checks; (9) Preliminary records related to possible adverse actions; (10) Records related to reductions in force; (11) Records under administrative as well as negotiated grievance procedures; (12)

Separation information including exit interview records, death certificates and other information concerning death, retirement records, and other information pertaining to separated employees; (13) Special planning analysis and administrative information; (14) Performance appraisal records; (15) Working papers for prospective or pending retirements.



Special Records and Rosters including: (1) Locator files, (2) Ranking lists of employees; (3) Promotion candidate lists; (4) Retired military employee records; (5) Retiree records; (6) Follow-up records for educational programs, such as the SHARP and other existing or future programs.

Agencywide and Center automated personnel information: Rosters, applications, recommendations, assignment information and evaluations of Faculty, Science, National Research Council and other Fellows, associates and guest workers including those at NASA Centers but not on NASA rolls; also, information about NASA contract and grant awardees and their associates having access to NASA premises and records.

Information about members of advisory committees and similar organizations: All NASA-maintained information of the same types as, but not limited to, that information required in systems of records for which the Office of Personnel Management and other Federal personnel-related agencies publish Government wide Privacy Act Notices in the Federal Register.

## **PURPOSE**

Records in this system enable NASA to manage Personnel records used to make personnel employment decisions and to facilitate decisions regarding employees' rights and benefits of employees, and other special personnel associated with NASA and listed in Categories of Individuals of this system notice.

## **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

51 U.S.C. § 20113(a); 44 U.S.C. 3101.

## **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:**

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. The following are routine uses: (1) disclosures to organizations or

individuals having contract, legal, administrative or cooperative relationships with NASA, including labor unions, academic organizations, governmental organizations, non-profit organizations, and contractors and to organizations or individuals seeking or having available a service or other benefit or advantage. The purpose of such disclosures is to satisfy a need or needs, further cooperative relationships, offer information, or respond to a request; (2) disclosures to Federal agencies developing statistical or data presentations having need of information about individuals in the records; (3) responses to other Federal agencies and other organizations having legal or administrative responsibilities related to programs and individuals in the records; and (4) NASA standard routine uses as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:** Records in this system are maintained as hard-copy documents and on electronic media.

**RETRIEVABILITY:**

Records are retrieved from the system by any one or a combination of name, birth date, Social Security Number, or NASA unique identification number.

**SAFEGUARDS:**

Electronic records are maintained on secure NASA servers and protected in accordance with all Federal standards and those established in NASA regulations at 14 CFR 1212.605. Additionally, NASA server and data management environments employ infrastructure encryption technologies both in data transmission and at rest on servers. Electronic messages sent within and outside of the Agency that convey sensitive data are encrypted and transmitted by staff via pre-approved electronic encryption systems as required by NASA policy. Approved security plans are in place

for information systems containing the records in accordance with the Federal Information Security Management Act of 2002 (FISMA) and OMB Circular A-130, Management of Federal Information Resources. Only authorized personnel requiring information in the official discharge of their duties are authorized access to records through approved access or authentication methods. Access to electronic records is achieved only from workstations within the NASA Intranet or via a secure Virtual Private Network (VPN) connection that requires two-factor hardware token authentication or via employee PIV badge authentication from NASA-issued computers. The Department of Interior Federal agency Human Resources Shared Service Center in Denver is also compliant with the FISMA and OMB Circular A-130 security standards and requirements.

Non-electronic records are secured in locked rooms or locked file cabinets. For information systems maintained by NASA partners, who collect, store and process records on behalf of NASA, NASA requires documentation and verification of commensurate safeguards in accordance with FISMA, NASA Procedural Requirements (NPR) 2810.1A, and NASA ITS-HBK-2810.02-05.

#### **RETENTION AND DISPOSAL:**

Records are maintained and dispositioned in accordance with NASA Records Retention Schedules (NRRS) 3, Item 19.

#### **SYSTEM MANAGERS AND ADDRESSES:**

Associate Administrator for Human Capital Management, Location 1. Subsystem Managers: Director, Personnel Division, Office of Inspector General, and Chief, Elementary and Secondary Programs Branch, Educational Division, Location 1; Director of Personnel, Locations 1, 3, 4, 6, and 8; Director of Human Resources, Location 2, 5, and 9; Director, Office of Human Resources,

Location 7; Human Resources Officer, Location 11; Director, Human Resources Services Division, Location 18. Locations are as set forth in Appendix A.

**NOTIFICATION PROCEDURE:**

Apply to the System or Subsystem Manager at the appropriate location above. In addition to personal identification (name, Social Security Number), indicate the specific type of record, the appropriate date or period of time, and the specific category of individual applying (e.g., employee, former employee, contractor employee).

**RECORD ACCESS PROCEDURE:**

Same as Notification procedures above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations pertaining to access to records and for contesting contents and appealing initial determinations by individual concerned are set forth in 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

Individual on whom the record is maintained and Personnel Office(s).

**EXEMPTIONS:** None